



# SDTC

## SUSTAINABLE DEVELOPMENT TECHNOLOGY CANADA

*Protected when completed*

### Personal Information Request Form

<p><b>Step 1</b> Determine that Sustainable Development Technology Canada (SDTC) is most likely to hold personal information about you using the publication <a href="#">Info Source</a>. Decide if you wish to submit an informal request for the information or a formal request under the <i>Privacy Act</i>. If you wish to make an informal request, please write to the Access to Information and Privacy Coordinator at ATIP-AIPRP@sdtc.ca.</p>	<p><b>Step 2</b> To obtain your personal information under the <i>Privacy Act</i>, complete this form. Describe the information being sought and provide any relevant details necessary to help SDTC find it. If you require assistance, refer to <a href="#">Info Source</a>, for a description records held by SDTC, or contact the Access to Information and Privacy Coordinator.</p>	<p><b>Step 3</b> Forward this form to SDTC's Coordinator at: <b>1850-45 O'Connor St. Ottawa ON K1P 1A4</b></p>	<p><b>Step 4</b> Should you have any questions about the response to your request, please contact SDTC's Access to Information and Privacy Coordinator. You have the right to complain to the Privacy Commissioner of Canada if you believe that you have been denied any of your rights under the Act.</p>
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#### Institution

Sustainable Development Technology Canada

#### I wish to examine the information

as it is

in English

in French

Provide details regarding the personal information being sought (e.g., subject matter, date range, type of records)

#### Method of access preferred (Please choose one)

Receive paper copies of the documents

Receive electronic copies of the documents

Examine the documents in a SDTC office

Name of applicant

Email address

Street, address, apartment

City or town

Province

Postal Code

Telephone number

I am a Canadian citizen, a permanent resident or an individual present in Canada, and request personal information about myself.

I request personal information on behalf of another individual who is a Canadian citizen, permanent resident or an individual present in Canada.

Please note that SDTC may contact you to verify your identity and to confirm that you have a right of access under the *Privacy Act*.

Date

The personal information provided on this form is protected under the provisions of the *Access to Information Act* and the *Privacy Act* and is retained and used as described in Personal Information Bank PSU 901 of Sustainable Development Technology Canada.